

# MASTER INTERN TRAINING PLAN UNIVERSAL TRAINING

TRAINING DESCRIPTION	TYPE	SOURCE	LENGTH (HOURS)	KNOWLEDGE, SKILL OR ABILITY TO BE ACQUIRED	INDIV DATES	TRAINING LOCATION	PLANNING SUPERVISOR
<b>PART A: ORIENTATION</b>							
1. Employee Orientation	OJT	Assigned work center	40	Upon completion the intern will be able to:			
a. Federal employment, civil service, employee benefits, standards of conduct, security requirements, etc.				a. Demonstrate an understanding of the provisions, benefits, and responsibilities of Federal employment and the provisions and structure of the Army Comptroller Career Management system.			
b. Benefits Orientation for New Employees	Resident Course	US Dept of Agriculture		b. Identify the key components of the Federal benefits package. Learn appropriate resources to assist in developing and maintaining a financial plan.			
c. Army Career Management Programs				c. Describe the organization of the Government, Department of Defense, Department of the Army, Major Army Commands, and the unit of assignment.			
2. Organization of DOD/DA	OJT	Assigned work center		d. Describe the mission, organization, and functions of the Comptroller organization.			
a. Overall Organization of DOD and DA				e. Describe the basic functions of the director for resource management; describe what each function encompasses; and list the services a resource management office can provide managers.			
b. Organization and Mission of Assigned Organization				f. Identify the responsibilities of the finance and disbursement operations of a finance and accounting office. Gain an understanding of accepted principles, standards, and theories of professional accounting.			
3. Comptroller Organization Orientation	OJT	Assigned work center		g. Demonstrate knowledge of Planning, Programming, Budgeting, and Execution System (PPBES), Program Budget Guidance (PBG), Command Budget Estimate (COB), Program Objective Memorandum (POM), Mission Area Materiel Plan (MAMP), Long Range Research and Development Plan (ILRRDAP).			
a. Finance and Accounting							
b. Program and Budget							
c. Management							
<b>PART B: GENERAL SKILLS TRAINING</b>							
1. Data Processing Familiarization	Resident Course	US Dept of Agriculture	As required	Describe how the computer can process financial data and summarize basic considerations during system design. Apply knowledge of system design principles and rules, procedures, and reporting requirements pertinent to military accounting systems in performing assigned accounting duties.			
				Use local data processing for working schedules, comptroller/audit work.			
2. Effective Briefing Techniques	Resident Course	US Dept of Agriculture	16	Organize and present a concise briefing.			
3. Report Writing	Resident Course	Center for Army Leadership	24	Produce well-written reports that present facts and ideas clearly and logically.			

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<b>PART B: GENERAL SKILLS TRAINING(CON'T)</b>							
Military Correspondence AG0102	Non- Resident Course	Solider Support Institute	11	Fundamentals of military correspondence.			
Preparation of the Memorandum and Endorsement AG0220	Non- Resident Course	Solider Support Institute	7	How to prepare memorandum and endorsements within the Army.			
Preparing Special Purpose Memorandums and Letters AG0222	Non- Resident Course	Solider Support Institute	4	Lean format for special memorandum and letters used in the Army.			
The Modern Army Recordkeeping System (MARKS) AG0404	Non- Resident Course	Solider Support Institute	8	Identify the concepts and principles of Recordkeeping and filing in the Army.			
Freedom of Information and Privacy Acts AG0409	Non- Resident Course	Solider Support Institute	6	Explain and understand the responsibilities of the privacy and freedom of information acts.			
<b>PART C: LEADER DEVELOPMENT TRAINING</b>							
<b>PRIORITY 1:</b>							
Intern Leadership Development Course	Resident Course	Center for Army Leadership	40	a. Know how to apply leadership doctrine and competencies. including professional ethics, management technologies, planning, decision making, technical and tactical competencies, team development, teaching and counseling, supervision, and communications..  b. Know the operational concept and structure of the Army.			

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<b>PART D: ROTATIONAL ASSIGNMENTS</b>							
Interns are given rotational assignments to each functional area except the one that is the target of future permanent assignment.				Upon completion of Rotational Assignment ,the intern will be able to:			
1. Management Analysis	RA	Rotational Office	160-480	<p>a. Describe and identify the basic management tools and techniques; apply them while assisting analysts with information analysis, work measurement, directive control, forms design, or space layout assignments. Perform basic responsibilities and functions of management analysis; describe how management is related to other comptroller functions, outline the basic principles and policies of Army management analysis.</p> <p>b. Describe management analysis techniques used in information gathering; work measurement, control of regulations and directives, forms design, and space-use; assist analysts in applying them. Describe the process for making manpower recommendations and developing implementation plans. Summarize procedures employed in a manpower survey; explain how minimum essential manpower requirements are determined; identify the documents used in force data documentation.</p>			
2. Accounting	RA	Rotational Office	160-480	<p>a. Describe the mission, organization, and services provided by the finance and accounting (F&amp;A) office. Demonstrate the ability to identify components of standard financial system (STANFINS) accounting; describe the purpose and concepts of revolving funds; summarize the organization of the Army stock fund.</p> <p>b. Describe the chart of accounts, accounting controls, and procedures from receipt of funds to final expenditure; identify the F&amp;A element responsible for each procedure. Explain how accounting transactions are related to budget processes, financial audits, and other aspects of overall financial management.</p> <p>c. Use the correct procedures in completing accounting transactions in either appropriation accounting (funding), Army stock fund/financial inventory accounting, or management (cost) accounting.</p>			

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<b>PART D: ROTATIONAL ASSIGNMENTS (CON'T)</b>							
3. Program Analysis	RA	Rotational Office	160-480	<p>a. Describe how program analysis relates to the development and execution phases of operating programs; assist analysts in applying basic analytical and statistical principles/techniques to review and analysis, independent analysis, and program planning functions.</p> <p>b. Identify requirements for review and analysis within the local organizational unit; explain the independent review and analysis concept, differentiate among the principal types of reviews, identify the various statistical/analytical techniques used for reviews, and explain how various management information programs are used.</p> <p>c. Summarize the program cycles; describe local application of program planning. Describe the analytical techniques used to analyze; evaluate operating programs; assist with collecting, charting and displaying the information collected.</p>			
4. Auditing	RA	Rotational Office	40-160	<p>a. Identify auditing practices and procedures. Describe Audit by Objectives and how it should be used on financial and performance audits.</p> <p>b. Identify the available policy documents including regulations, circulars and directives.</p>			
5. Budget Analysis	RA	Rotational Office	160-480	<p>a. Identify and describe the Federal budget process, how the various documents and budget formulation interrelate. Summarize budget analysis techniques, explain the use of: legislative limitations, ceilings, floors, targets and special interest items.</p> <p>b. Describe the interrelationship between financial and manpower programs ( e.g., manpower authorizations vs. budget restrictions).</p> <p>c. Identify alternative methods, sources, and timing required to develop budget formulation and execution strategies.</p>			
6. Cost Analysis	RA	Rotational Office	160-480	<p>a. Describe the principles and procedures for performing cost analysis; explain the use of cost benefit analysis; payback, investment, present values and treatment of inflation.</p> <p>b. Identify the various policies and procedures needed to assure the implementation and maintenance of Cost/Schedule Control Systems Criteria. Knowledge of Information Systems life cycle cost analysis and force structure cost estimating. Describe the TOE structure, battalion level training model and base support costs.</p>			